



## COUNTY OF ACCOMACK HUMAN RESOURCES

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### Deputy Director – Human Resources

#### Full-time w/benefits | *(based on experience)*

The County of Accomack is seeking qualified applicants for a full-time Deputy Director for the Human Resources Department. This position reports to the County's Chief Human Resource Officer.

This position is responsible for the oversight of and coordination with other County departments for all aspects of human resource functional areas such as recruitment, and will have a key role in the upcoming implementation of an ERP software, which is expected to require a project timeline of 12 to 18 months. Responsibilities will include UAT testing for HR/Payroll interfaces, create documentation for the new system and serve as an SME during end user training. Additionally the Deputy will assist the CHRO in managing the daily operations of the department.

The successful candidate will have experience with HRIS systems and have demonstrated proficiency in data collection, analysis and reporting. The ability to handle confidential information with discretion is imperative.

**Minimum qualifications include** Bachelor's degree in Human Resources or related field and SHRM or HCI certification along with 5 years of direct human resources experience; or an equivalent combination of education, training, and experience. **Preferred qualifications:** Prior experience working in a public entity or municipality, knowledge of applicable laws and regulations pertaining to personnel and prior supervisory experience.

We offer competitive benefits package, including medical/dental/vision insurance, retirement plans, paid time off, professional development opportunities, and more. Join our team as the Deputy Director of Human Resources and make a difference for our organization's workforce and our citizens here in Accomack County.

To apply for this position, please complete the online application and submit your resume highlighting your relevant experience. Satisfactory completion of a criminal background check, DMV records check and drug screening are required prior to employment.

**First consideration will be given to applications received prior to 4:30 p.m. on Thursday, September 7, 2023. Please be sure to attach a current resume to your [application](#) and provide, in a cover letter, your salary requirements.**

For questions, or to request accommodation, please contact: Human Resources, 757-787-5710 or [AskHR@co.accomack.va.us](mailto:AskHR@co.accomack.va.us)